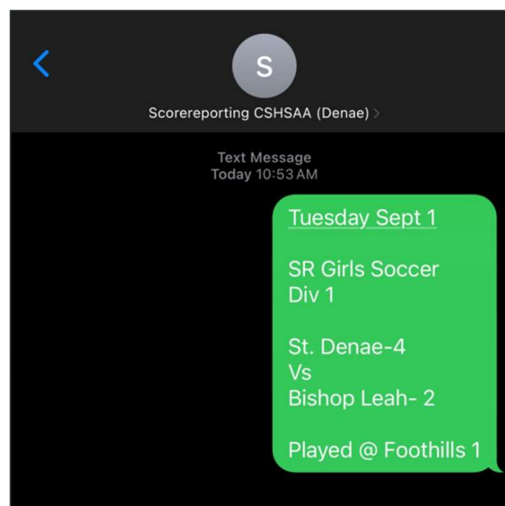


CSHSAA PROCEDURAL REMINDERS (updated January 2026)

***NEW* SCORE REPORTING LINE** **TEXT ONLY – (403) 312-9405**

- **COACHES OF BOTH TEAMS** are to **TEXT** in the score **IMMEDIATELY AFTER THE GAME**. Please do not wait until both games at your school are completed to report the scores; report the score of each game immediately after it is finished.
- It is especially important to report your score immediately after the game when it is the last day of regular season for your division -- the Executive Director and Chairpersons often work on finalizing the standings in the evening as the scores are received, so that standings can be finalized and grids updated first thing the next morning.
- **Playoff timing often has a very tight turnaround between games. It is essential during playoffs that scores are reported immediately after the game.**
- There will no longer be Landline, email, or voicemail for score reporting.
- **The following details MUST be included in every report:**
 - **Date of Game**
 - **Sr/Jr, Boys/Girls, Sport, Division**
 - **Full Names of Both Schools w/ Score**
 - **Location of the Game**



WEATHER CANCELLATIONS

- **CSHSAA does not cancel games or athletic events prior to the start time due to rain or cold;** games will only be cancelled if the fields get closed to us. As weather varies so much across the city, it is impossible for the CSHSAA office to know what is occurring at all field. Unless a cancellation notice is sent from CSHSAA, coaches and teams are advised to go to the game venue.
- **A blanket cancellation of all athletic events due to weather will only be communicated if the CSHSAA is directed to do so by both the Calgary Board of Education and Calgary Catholic School District.**
- If games are scheduled at school fields, school admin (Principal or Designate for Athletics/AP/VP/AD) have the right to close their field and cancel the game at their school same day due to current field conditions. **Email notice of a field closure is required by noon** from school admin to the CSHSAA Executive Director and Administrative Assistant to confirm the closure and cancellation.
- If games are scheduled at a public city field, CSHSAA will monitor the City of Calgary "Check the Status of a Field" page (<https://www.calgary.ca/rec-locations/athletic-parks/status.html>) for closure updates and communicate them to coaches as soon as they are available.
- CSHSAA will send an email notice as school field closure notices are received for games scheduled at school fields, just after the noon hour for games scheduled at outside fields; to confirm any games that are cancelled for the day.
- When games are cancelled, coaches must liaise with each other to agree to reschedule details and submit a Game Change Request Form to have their game rescheduled.
- Officials will call a game during play if lightning is present (or if lightning is present prior to starting the game at the venue).
- If the weather and/or field conditions are felt to be unsafe at the game venue (either prior to starting or during the game), the Admin Supervisor and coaches present should liaise with officials to make the decision if the game should be called:
 - The Admin Supervisor is meant to introduce themselves to the officials, so that the officials know who they should speak to if a situation arises. If your Admin Supervisor does not introduce themselves to the officials, please point them out to the officials.
 - Principals must ensure that the Admin Supervisor attending the game knows when/how to make the dangerous situation call.

REF NO SHOWS

- In the event that a referee is a No Show for your scheduled game, the process is:
 - Coaches of both teams to liaise to determine and confirm if there are persons (including coaches) at the game that have the required skills to officiate the game.
 - If both coaches agree upon person(s) to Self -Officiate the game, the game is to go forward and be played.
 - After the game has concluded, one or both of the coaches are to send email to the CSHSAA Executive Director and Administrative Assistant to advise of Ref No Show, so that follow up can be done with the Assignor to confirm the circumstances for the No Show.
 - **CSHSAA will pay the person(s) who Self Officiated the game; at the same rate per game that is paid to the officials.**
 - **After the game has concluded, one of the coaches is to email the CSHSAA Executive Director and Administrative Assistant to confirm who is to be paid for Self Officiating – the following details are to be included: Sport, Date of Game, Location of Game, Teams that Played, Name and Address of person to be paid.**
 - If both coaches do not agree upon person(s) to Self Officiate the game, the game will not be played at the scheduled date and time.
 - Coaches of both teams must liaise with each other to agree to a new requested date and time to reschedule the game to.
 - Coaches of one of the teams must submit a Game Change Request Form to the CSHSAA office as soon as possible to have the game rescheduled.

RESCHEDULING GAMES

- Coaches are asked to review their regular season schedule ASAP after it is posted and to start working right away on reschedules for any conflicts they already know of.
- **Game Change Request Forms** (available on the website under the Coach/AD Info menu) must be emailed to the CSHSAA office (denae.larocque@cssd.ab.ca) for all game change requests – regular season reschedule requests should be submitted at least 1 week prior to the date being cancelled or the new requested date and playoff reschedules should be submitted asap a team progresses into a scheduled playoff game that they have a conflict for.
 - For Spring Sport Playoffs: Information is collected annually from Athletic Directors via the Spring Conflicts Survey; where each school confirms conflict dates they have for the season; including Graduation Events. *Please note that the Executive Director will use info collected in the Spring Conflicts Survey when processing reschedule requests for Spring Sport playoff games and will make the subsequent reschedule without contacting either school regarding the new reschedule date, as long as there is not a conflict noted for either school.* (We will work around and address all conflicts for Graduation Events as received from Athletic Directors in the Spring Conflicts Survey [Grad Ceremony, Dinner/Dance, Grad 12 Retreat etc.], but we cannot address all conflicts that teams may have for other events; especially in the Spring season.)
- Doubleheader games involving the same teams must be rescheduled together.
- Coaches are asked not to request reschedules into the last week of the season where possible; leaving it open for potential reschedules needed due to weather cancellations.
- If submitting one form for a doubleheader, **ensure to indicate the game time for each game ie: Jr-5:30/Sr-7:30**

FIELD CHARGES FOR GAME CHANGES INVOLVING CITY FIELDS

- The City of Calgary has made changes to their booking procedures. Field cancellations must be made with 30 days' notice or full payment is required.
- CSHSAA may pass on all permit expenses for fields cancelled for reschedules with less than 30 days' notice, if the City of Calgary does not waive the expense. These expenses will be invoiced to the school that submits the Game Change Request Form.

SCHOOL FIELD USAGE

- Chairs will schedule games to be played on School fields for Girls Soccer, Boys Soccer, and Rugby unless both schools have been confirmed to not have a useable field by the City of Calgary and/or the two school districts – in this situation, the schedule will be created and posted with these games scheduled at public city fields and paid for by CSHSAA.
 - If the Home team does not have a usable field, but the Visitor team does, the game will be scheduled to be played at the field of the Visitor team. **Home team is still required to provide the Admin Supervision, unless they have made alternate arrangements with the Visitor team that is hosting the game.**
 - If the Home team school wishes to have their Home games scheduled on an outside booked field, CSHSAA will book the field (subject to availability) and **the cost of the field will be invoiced back to the Home team school.**

- *If teams would like to engage this option for their home games, the AD must advise the CSHSAA Executive Director prior to the schedule creation for the sport, so the School Field Usage List can be updated before the schedule is created, avoiding game venue changes after posting.*
- CSHSAA will make every effort to have City Championship games at public city fields, this will be subject to field availability.
- The concern regarding maintenance of the fields has been brought to Senior Admin in each district. Maintenance departments of each district will annually review how to best address maintenance of school fields if concerns arise. If AD's have further concerns, they are directed to speak with their Prin

COACHES LISTS

- LINK FOR COACH CONTACT PLATFORM: <https://docs.google.com/spreadsheets/d/15WbfxdBz0KmzDkylEdO-aZ6JsEOYToFD65TIYEFMUtl/edit?usp=sharing>
- CSHSAA requires confirmation of, and contact info for, all School Based Head Coaches and School Based Assistant Coaches, and confirmation of the names of your Volunteer Coaches.
- The names of the Volunteer Coaches will be detailed on the coaches' lists that are available to the school-based coaches, but CSHSAA will communicate only with school-based coaches. Communications to the CSHSAA office should only come from the school-based coaches. Schools will be responsible for all communications to their Volunteer Coaches.
 - REMOVAL FROM COACHES LISTS – if you are no longer coaching and wish to be removed from a sport coaches list, please submit a **Coaches Info Change Form** (available on the website under the Coach/AD Info Menu).
 - ADDITIONS TO COACHES LISTS – **additions to coaching lists can only be made by Athletic Directors** if you need to be added to a sport coaches list, please have your Athletic Director submit a **Coaches Info Change Form** (via Google Forms).

SCHOOL SPORT ALBERTA (SSA) COACHING COURSE REQUIREMENTS

SSA has coaching requirements. The courses are accessed via the Coaching Association of Canada website (www.coach.ca), through The Locker. See below for current requirements:

- **Making Headway - Every Coach** (Head Coach, Assistant Coach and Volunteer Coaches) in all SSA sports must complete the CAC Making Headway concussion course available on The Locker by one month into their respective Season of Play; this includes every certificated teacher who is regularly present with the team during competition. Course must be completed once, not annually.
- **SSA Coaches Information Course** – All member schools must have **at least one** team official per team (Head Coach, Assistant Coach, Volunteer Coach) complete the SSA Coach Information Course available in The Locker prior to being involved with his/her teams' games.
- **Safe Sport** – All member schools must have **at least one** team official per sport complete the Safe Sport course.
- **Redefining Winning** - All member schools must have **at least one** school based coach or staff member (typically the Athletic Director) complete the Coaching School Sport: Redefining Winning course in The Locker by October 10 of the current school year.

PLEASE NOTE: *Some schools may have additional coaching requirements; speak with your Principal for details.*

SCHOOL SPORT ALBERTA (SSA) SPORT REGISTRATION SYSTEM (SRS)

PLEASE REFER TO WWW.SCHOOLSPOITALBERTA.CA FOR ELIGIBILITY REGISTRATION DEADLINE DATE INFORMATION

COACHES:

SSA requires that every coach for every team (school-based AND volunteer) is registered in SRS.

- The policy to register all coaches in SRS is in effect for all teams, even if you don't think your athletes will progress to provincials.
- SSA is spot checking to ensure this policy is being adhered to.
- SSA may invoice a \$50 fine per coach for non-compliance.

ATHLETES:

Athletes are not eligible to participate until they have been registered in SRS.

- If you play a student that is not registered in SRS, you are opening yourself to liability.
- If you play a student that is not registered in SRS, they would be "ineligible"; you may lose the game by default.
- It is the responsibility of every school to ensure that all athletes are registered **before they play**.

- Schools will need to contact SSA to have athletes added after the SSA registration deadlines.
 - Registering all athletes to your team when they come to tryouts can lead to potential eligibility issues if that student withdraws from your team or does not make the team and then subsequently transfers out of your school; without having participated in athletics at your school. The student would already be registered for your school and would thus require a SSA Transfer of Athletic Eligibility so that they could compete at their new school and could lead to late registration fines for that school. It would be best if you did not register athletes to your team until the final team is confirmed.
 - It is suggested that Athletic Directors-(or whomever completes the SRS registrations in your school)-print off the final list of registered athletes once registration has been completed (and each time an athlete is added), and provide it to the sport coach for review to ensure that all athletes were successfully registered to the team.
 - Transfers for 4th Year Eligibility and/or 2nd Transfers: Timing of submission of these applications to SSA is important. If they go to Appeal, it may take 2-6 weeks to be finalized, and there are costs involved for the Appeals. These should be started as soon as possible, so that if approved, the decisions are made in a timeframe that permits your athletes to participate.

SSA Appeal Procedures:

- Schools can appeal Athletic Eligibility decisions made by SSA.
- All details for submitting appeals of ASAA decisions are confirmed in the current SSA Policy Handbook, available on the SSA website (www.schoolsportalberta.ca)
- Please contact the SSA office for more information or with any questions.

CONSTITUTIONAL REVIEW

- Schools must ensure that their coaches and athletes are knowledgeable of, and adhere to, all constitutional bylaws and policies.
- If you are unsure about any policies or have any questions, please contact the Executive Director to discuss.
- Tournaments—All CSHSAA constitutional bylaws and policies are in effect for tournaments.
- Special Request Application Forms must be submitted to request exemptions from constitutional bylaws and policies.
- Tryouts are considered a practice and cannot occur prior to the First Day of Tryouts or Practice for the sport, as confirmed in the calendar of events.

DIVISIONAL STRUCTURE

The constitution confirms that if a sport section cannot come to agreement on a balanced divisional structure, the chairs and Executive Council will finalize the divisional structure, using the criterion and process confirmed in Policy 7.3 and detailed below:

3. Schools have the right to enter one junior and one senior team per gender to participate in league play in any sport. Schools will have the opportunity to choose their desired level of competition in each separate sport; every effort will be made by the Sport Section Chairs to accommodate school declarations when determining league structure. The choices schools make should align with the criteria established by the Sport Section Committee.

Criteria may include (but not limited to):

- ▶ Team self-declarations
- ▶ Utilize a promotion-relegation process
- ▶ Team rankings by sport chairs
- ▶ Historical league and play-off records
- ▶ Point differentials
- ▶ # of potential club players
- ▶ Play-off/City Championship results over past 2-3 years
- ▶ Coaching staff (anecdotal/experience)

If the Sport Section Committee cannot agree on a final league structure, the final decision will be made by the Sport Chairs and Executive Director and approved by the Executive Council based on the above-mentioned criteria.

CONNECTION BETWEEN CSHSAA AND MINOR SPORTS ASSOCIATIONS RE: SANCTIONS

- The soccer officials' association has confirmed that their officials are insured under the provincial governing body of the ASA, and that they are empowered to forward reports to the provincial association for additional sanctioning if they feel that the sanctions applied by CSHSAA

may not be sufficient. These additional sanctions can be applied to athletes for their club, provincial or national programs. Sanctions can also be applied to coaches and/or spectators (ie: bans from coaching or spectating at the club, provincial or national programs). In one case in Edmonton the athlete received an 8 month suspension and a team's fans were required to take a Respect in Soccer course before being permitted to spectate.

- Our other sport officials' associations have confirmed that they CAN do this, but it does not usually occur; they leave it to the individual leagues (eg. CSHSAA) to apply the sanctioning in most cases.
- Coaches are advised of the relationships with provincial governing bodies for Amateur Sport and the potential for additional sanctions to be applied to their athletes, coaches or fans. Coaches must ensure their athletes and parents are aware of the potential for additional sanctions to be applied by provincial associations, beyond what sanctions CSHSAA or the school applies.

TIE-BREAKER PROCEDURES

- Please be reminded that the Standings Page on the website does not show the finalized standings--it shows teams listed by point value, and if there are ties in points, it orders those tied teams by their 'Points For' value.
- Coaches are asked to ensure that they and all of their coaches, and families of athletes are familiar with the tiebreaker policy that is relevant to their sport, as confirmed in Policy 9: Tiebreaker Procedures.
- If you feel that the standings have been finalized incorrectly, please review Policy 9-Tiebreaker Procedures and then work through the calculations required to break the ties. If you still feel that the standings have not been finalized correctly, please contact the Executive Director ASAP to query the final standings and include your calculations to support how you feel the standings should have been finalized.

PLANNING OF EVENTS DURING PLAYOFF TIME PERIODS

- Please ensure that coaches and athletes know that **ALL dates/times/locations on posted playoff grids are tentative only**, until all teams have progressed into a game and it has been confirmed that there are no conflicts. Ensure that coaches advise their athletes that the playoff game dates may change as needed, and they should ensure that they are available for games during the entire playoff date range, and not plan other events or personal work schedules.
- Please do not plan team events in the playoff and city championship date ranges; all teams in a division can potentially progress to playoffs and must ensure that they are available.

EJECTIONS AND CARDS

- **Player Ejection:**
 - If a player is ejected from a game, they must be dismissed from the game and leave the facility immediately. They must not remain in the school, field or stadium; this includes the concourse or a gathering area (exit from the field) where there may be the possibility of interaction with the officials.

For Away Games:

- A coach must escort the player off the court/field and request that the parent take the player home.
 - It is expected that the player either go to the locker room or bus to wait for the team if playing at an outdoor facility.
 - If the player came on the team bus or with another driver and the parents are present, they must leave immediately with the parent. The player can meet the team back at the school (should they need to change and/or pick up their school books).
 - If the parent or guardian is not present at the game, the player must be under the direct supervision of the admin supervisor (preferably sitting outside of the gym) until the team bus/their ride departs. There should be no opportunity for contact or interaction with the officials. The athlete is not permitted to cheer on their team or jeer at the opponent.
- **Coach Ejection:**
 - If a coach is ejected from a game/match, and a certificated replacement from the same school is not available, the game/match shall be forfeited. The ejected coach must leave the facility/venue immediately.
 - **Reporting Ejections:**
 - If there are any ejections in a game, both coaches are to submit an **Ejection Incident Report Form** (available on the website under the Coach/AD Info menu) to the Executive Director; preferably the same day as the game, but no later than 9:00 am the next day. If the ejection did not occur for your team, you might not be aware of all of the details, but please submit what info you do know.
 - Ejections result in an automatic 1 game suspension for the next CSHSAA league game. If the game that the ejection occurred in was at a tournament, the suspension will be applied to the next CSHSAA league game, even if you choose to sit the ejected athlete/coach at the tournament.

- There is potential for additional consequences for all ejections, if the Discipline Committee deems it necessary. The Executive Director will send a letter to the school Principal, AD and Coach, confirming the consequences for each ejection.
 - DO NOT just address suspensions themselves; you must submit an **Ejection Incident Report Form** to the CSHSAA office.
 - If you have any concerns with an official or calls made in a game, submit a **Form for Complaints About or Request For Clarification From Officials** (available on the website under the Coach/AD Info menu) so that follow up with the officials can be made. Ensure your email and form are worded professionally; they will be forwarded as received to the officials.
- **Reporting Cards (for Soccer Only)**
 - If a player gets 2 yellow cards in a game they are ejected from the game and are supposed to leave the venue. If your team only has 1 ATA certificated coach present, the athlete must remain under the supervision of the coach and cannot leave the venue. Calgary Minor Soccer Officials Association has confirmed that the player can sit quietly on the sideline, but must not cheer for the team, and that the coach must advise the official of the reason why the ejected player has not left the venue.
 - An athlete accumulating three (3) yellow cards in a season shall be suspended for one (1) game.
 - After a first suspension, season-ending suspension will occur if two (2) subsequent yellow cards are issued to that athlete.
 - Coaches must track their athletes yellow cards and send a written report to the Executive Director if they have any athletes that accumulate three yellow cards in the season, so that they can confirm back that the athlete will be suspended from the next CSHSAA game (regular season, playoff or provincial competition). Report is to be submitted the same day as the game preferably, but no later than 9:00 am the next day.
 - Coaches must send a written report to the Executive Director immediately following the game if they have any athletes that receive 2 subsequent yellow cards after having already been suspended for a game, so that they can confirm back that the athlete will receive a season-ending suspension.
- **Coaches Tracking Document for Ejections and Cards (for Soccer Only)**
 - This document is solely for the use of the Head Coach to track their athletes' cards and ejections.
 - Coaches are still required to follow all constitutional policies re: reporting of cards and ejections.
 - It is recommended that the Head Coach print this form (available on the website under the AD/Coach Info Menu) and keep it in their team binder and update it each time an athlete receives a Yellow Card, Red Card or is Ejected from a game.
 - Each Head Coach MUST initial the column of the game date they play, prior to the start of the game, to review past yellow cards, red cards and suspensions

EJECTION INCIDENT REPORT FORM

- All ejections must be submitted to the Executive Director on an **Ejection Incident Report Form** (available on the website under the Coach/AD Info Menu).
- Coaches or administrators are to submit the **Ejection Incident Report Form** to the Executive Director by 9:00 am the day following the game in which the ejection occurred.

COMPLAINTS ABOUT/REQUEST FOR CLARIFICATION FROM OFFICIALS

- All complaints about officials or requests for clarification on a call must be submitted to the Executive Director on a **Form for Complaints About or Request for Clarification From Officials** (available on the website under the Coach/AD Info Menu).
- The form is to be completed and submitted to the Executive Director by 9:00 am on the day following the game in question.
- The form will be forwarded on to the officials group; please ensure that your complaint is worded in a respectful and professional manner.
- CSHSAA will not overturn calls made by the officials, but the officials will review and provide clarification if requested and/or use the situation as a learning opportunity for their officials.

ATHLETES CHANGING IN THE GYM OR ON THE FIELD

- Athletes CANNOT change in the gym or on the field.
- Complaints have been received by the Chief Superintendents and Trustees, and a request has been made that coaches are reminded of this policy at every sport meeting.
- This is making parents and other spectators uncomfortable, and there is also concerns re: digital images being shared online.
- If this is reported, the Executive Director will have to send a letter of reprimand to the coach and the Principal.
- Coaches are reminded that athletes must change in change rooms or locker rooms at schools; if games are outside on fields, athletes must come dressed for the game or change in a washroom or porta potty.
- There will be zero tolerance for this occurring.